



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION

For

PRISON INDUSTRIES MANAGER (FOOD PRODUCTS)

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE PRISON INDUSTRIES MANAGER (FOOD PRODUCTS) LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS AND RATING CRITERIA ARE ENCOURAGED TO APPLY.

DIVISION: OPERATIONS

LOCATION: CENTRAL OFFICE, FOLSOM

POSITION TITLE: PRISON INDUSTRIES MANAGER (FOOD PRODUCTS)

SALARY RANGE: \$5085 - \$6137

FINAL FILING DATE: FEBRUARY 14, 2005

DUTIES/RESPONSIBILITIES

Under the direction of the Operations Division Branch Manager, Consumables, the Prison Industries Manager (Food Products) serves as an administrative specialist for all food and agricultural products produced by PIA enterprises. This position is located at Central Office in Folsom.

MAJOR DUTIES OF THE POSITION INCLUDE

Visits, inspects, and studies all food and agricultural enterprise facilities; reports the conclusions made in the areas of food processing, milk usage, needs for processing and packaging equipment, production scheduling, purchasing plans for raw materials, the control of inventories of raw materials and processed products; serves as the PIA Central Office food and agricultural products liaison link with the prisons where food enterprises exist; collects and analyzes the statistical data on productivity and efficiencies of food processing and packaging operations; and participates in annual reviews of operations and monitors plans for corrective action, consolidation, and expansion.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications and rating criteria by the final filing date in order to participate in this examination:

Either I

Experience: In the California State service, one year of experience in the applicable industrial trade of the Prison Industry Authority performing the duties of a classification at a level of responsibility not less than that of a Prison Industries Superintendent II.

Or II

Experience: In the California State service, two years experience performing the duties of an Industrial Warehouse and Distribution Manager I, Prison Industries.

Or III

Experience: Two years of experience in an industrial or agricultural program as a vice president of production, plant manager, industrial or systems engineer, or a closely related managerial position. and

Education: Equivalent to completion of two years of college (60 semester units). (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

RATING CRITERIA

Demonstrated experience in a commercial food processing industry such as meat, poultry, eggs, bread, milk, food packaging, or other food related products.

DESIRABLE QUALIFICATIONS

1. Production experience in food/agricultural products in a correctional setting.
2. Experience creating a HACCP Program or operating an existing HACCP Program.
3. Experience in managing and monitoring budgets, and the ability to forecast revenue.
4. Experience in managing a health and safety program.
5. Experience and knowledge interacting with State, Federal, and local government regulatory agencies in food/agricultural products and enterprises.
6. Knowledge of legislation/rules/procedures in operating food/agricultural enterprises.
7. Ability to develop new project plans and coordinate project implementation.
8. Ability to work with others to achieve common goals.
9. Possess a Bachelor's Degree in Food Science, Poultry Science, Agricultural Science, or Food related field.

KNOWLEDGE AND ABILITIES

Knowledge of: (1) Principles of effective supervision; (2) principles of organization and industrial management, including methods, materials, processes, and equipment employed in a prison industries program; (3) production, management, and engineering methods in the operation of a large manufacturing/service plant; (4) equipment, methods, tools, and procedures needed to operate agricultural/manufacturing/service enterprises; (5) principles and practices of industrial, production, and safety engineering; (6) centralized/integrated manufacturing and accounting system with specific knowledge in bills of material, routings, materials requirement planning, shop floor control, and performance measures; (7) fiscal management, cost accounting, including direct costing methods, and budgetary procedures; (8) production and inventory management concepts and principles, practices, and procedures; (9) bill of material structuring techniques, forecasting techniques, and principles of organization and management; (10) techniques of employee development and motivation; (11) modern concepts of penology and the laws, rules, policies, and procedures affecting the Department of Corrections and the California Prison Industries Program; (12) a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: (1) Plan, organize, and manage industrial, service, and agricultural prison industry operations; (2) plan, design, organize, and implement an agricultural/manufacturing/service operation in an expeditious manner; (3) supervise and coordinate the installation of equipment needed to implement the enterprise; (4) identify and correct all major production problems in the agricultural/manufacturing/service operation; (5) provide product and production systems analyses and design support; (6) apply principles and practices of modern production theory to a prison program, including production engineering, cost analysis, production control, quality control, and material control; (7) make cost analyses; (8) plan, lay out, select, and route equipment, material, and supplies; (9) develop product and material specification; (10) effectively function in an automated environment; (11) communicate effectively; (12) maintain discipline, and obtain the confidence and respect of correctional facility inmates; (13) analyze situations accurately and adopt an effective course of action; (14) effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications and rating criteria listed on this bulletin will be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications and rating criteria. The interview will include a number of predetermined questions related to the knowledge, abilities, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

A certification list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Submit applications to:

**PRISON INDUSTRY AUTHORITY
CENTRAL OFFICE-OPERATIONS DIVISION
ATTN: GURU HALAPPA
560 EAST NATOMA STREET
FOLSOM, CA 95630-2200**

All applications must be received or postmarked by the ***Final Filing Date***. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja, Examination Services Unit, at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922